

**CITY OF BURBANK  
UTILITY USERS TAX REMITTANCE FORM**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

Company Phone No.: \_\_\_\_\_ Company FEIN No.: \_\_\_\_\_

Tax Period Covered : \_\_\_\_\_ Type of Utility Service: \_\_\_\_\_

*Please submit separate remittance forms for each category of utility service that you provide, such as, electricity, gas, wired or wireless telecommunications (prepaid and postpaid), including, among other things, VoIP, conferencing services, private communication services, paging, or bundles thereof) If more than one category of utility services is bundled together and billed as single amount, then please note above each category of utility service that is included. The information that you provide in this remittance form will be maintained as confidential under Rev. and Tax. Code § 7284.6.*

**Remittance Based Upon Utility Billing**

- |           |   |                 |
|-----------|---|-----------------|
| <b>1.</b> | <b>Gross charges (including taxes and surcharges)</b> | <b>\$</b> _____ |
| <b>2.</b> | <b>Deductions</b>                                     |                 |
| a.        | Taxes (federal, state, 911 tax)                       | \$ _____        |
| b.        | Sales for Resale                                      | \$ _____        |
| c.        | Exempt Accounts                                       | \$ _____        |
| d.        | Other non-taxed charges*                              | \$ _____        |
| <b>3.</b> | <b>Adjustments* (plus or minus)</b>                   | <b>\$</b> _____ |
| <b>4.</b> | <b>Net taxable charges (line 1 minus lines 2+3)</b>   | <b>\$</b> _____ |
| <b>5.</b> | <b>Local Tax Due (@ 7% of line 4)</b>                 | <b>\$</b> _____ |
| <b>6.</b> | <b>Penalties**</b>                                    | <b>\$</b> _____ |
| <b>7.</b> | <b>Interest ***</b>                                   | <b>\$</b> _____ |
| <b>8.</b> | <b>Total local tax due (sum lines 5, 6 and 7)</b>     | <b>\$</b> _____ |

\*Please attach a description of any adjustments or services not subject to the local tax referred to on lines 2d and 3.

\*\*A 15% penalty shall apply if payment is not received by the City within the first 20 days of the month that follows the month in which you receive the utility users tax from the customer.

\*\*\* A  $\frac{3}{4}\%$  interest per month, or a fraction thereof, shall apply on the amount of the tax, exclusive of penalties, from the date on which the remittance first became delinquent, until paid.

MAKE CHECK PAYABLE TO: CITY OF BURBANK	MAIL TO : ATTN: TAX ADMINISTRATOR CITY OF BURBANK 275 E. OLIVE AVENUE BURBANK, CA 91502
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I declare, under penalty of perjury, that to the best of my knowledge and belief the statements herein, and any attachments hereto, are true and correct.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Phone: \_\_\_\_\_ Print Name/Title : \_\_\_\_\_

Please contact Stephen Stark of MuniServices LLC at (559) 271-6976, or email him at [Stephen.Stark@muniservices.com](mailto:Stephen.Stark@muniservices.com) if you have any questions regarding the City boundaries (by street address) or the application of the City's local tax to the services that you provide your customers in the City.